

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
In the garden where the flowers bloom bright, (A)  
I often think of our laughter, so sweet. (B)  
The days we spent under the sun's warm light, (C)  
Our memories dance, like shadows in the heat. (B)  
Though time may pass, and seasons change their hue, (A)  
I treasure the moments that we shared. (B)  
With every sunset that bids the day adieu, (C)  
I feel the joy that our friendship declared. (B)  
Warm regards,  
[Your Name]